

Sample schedule: Single presenter

When working with a single presenter, consider the following sample schedule. The start time will depend on how big your location is, and how much set up will be involved.

Noon — Site coordinator(s) arrive, place signage both indoors and out; turn on hallway, classroom, and computer lab and restroom lights. Set up tables and any required technical equipment.

1 p.m. — Volunteers arrive and training begins. Go over roles and assignments and show volunteers the presentation FAFSA filers will view during the event.

1:30 p.m. — Volunteers should report to their designated stations. Computers should be turned on with the following websites pulled up: fafsa.gov, fsaid.ed.gov, the Missouri Department of Higher Education's [student survey](#) site. Note: families may start arriving 20–30 minutes early.

2 p.m.–3:30 p.m. — FAFSA Frenzy begins! Presentations will be given every 20 minutes in one room. Presentations should be less than 15 minutes to ensure families are guided to completing the FAFSA as quickly as possible. Have your presenter remind families to hold their family-specific questions for those helping in the computer lab.

Presentations would begin at 2 p.m., 2:20 p.m., 2:40 p.m., 3 p.m., 3:20 p.m. and 3:40 p.m.

*If you plan to use the Missouri Department of Higher Education's instructional video without adding more instruction, you may be able to begin presentations every 10–15 minutes.

After each presentation, the presenter should direct families to the computer lab where volunteers will be waiting to provide assistance. Volunteers should ask students and their parents to [create an FSA ID](#) before beginning the FAFSA.

When families submit their applications, be sure to remind them of these next steps:

- Keep their FSA ID confidential
- Review their Student Aid Report and make corrections as needed
- Go back and make updates, possibly using the [IRS Data Retrieval Tool](#), if they used estimated tax information

4 p.m. — Help remaining families finish their FAFSA. Turn off computers, put away technical equipment and tidy up rooms. Take down signage and gather sign-in sheets and scholarship forms.

4:15 p.m. — Do one last check of each room before turning off the lights and locking the doors. Prepare your forms to be sent to the Missouri Department of Higher Education and celebrate a successful event!